



RESOURCES FOR EMPLOYEE ASSISTANCE & COUNSELING HELP (REACH) PROGRAM

The Hawai'i Employee Assistance Services (HEAS), a division of Child & Family Services, has once again, been selected as the service provider for the REACH contract. REACH services are available to employees of the Executive, Judicial, and Legislative branches of State Government (excluding employees of the Department of Transportation and Hawai'i Health Systems Corporations and Student Assistants) who may need short-term professional counseling services to resolve personal problems affecting work performance. The contract expires on June 20, 2002 (or until funds are exhausted).

Effectively immediately, the following are the changes to the program:

- Employees can receive a maximum of three (3) counseling sessions, reduced from six (6).
- Employees can DIRECTLY seek REACH services with HEAS, where previously, employees must have been referred for REACH services by their department. However, departments may still refer qualified employees for REACH services as needed. In addition, forms are no longer required to be referred for REACH services.
- Employees can obtain counseling help in dealing with alcohol/drug misuse, marital/family problems, co-worker conflicts, domestic violence, and other emotional/behavioral problems, where previously priority was only given to alcohol/drug misuse.
- The first three (3) hours of professional counseling services to employees will be paid by the Department of Human Resources Development (DHRD), where previously, the departments were responsible for paying for services.

Appointments for REACH services can be made by calling 543-8445 (Oahu) or 1-800-994-3571 (neighbor

islands). Also, as a reminder, REACH is a voluntary program and employees may not be forced or required to participate.

CHANGE IN MARITAL STATUS? MOVED? NAME CHANGE? NEW CHILD?

This is a reminder that whenever you have a change in status, e.g., married, divorced, remarried, birth of child etc., it is recommended that you update your designation of beneficiary by completing the State Accounting Form D-90. If you are unsure whom you designated as your beneficiary, it is recommended that a new D-90 be completed since the University cannot verify this information (state departments are not allowed to keep copies of this form). There is no cost to complete the form, although the form does need to be notarized.

When you move, it is important that you file the proper documents to ensure that Health Fund (medical insurance carrier), Employees Retirement System, Union (HGFA, UHPA, UPW) and other appropriate offices have your current address. During the recent BU 07 strike, an important payroll notice was sent to faculty members utilizing names and addresses from the Personnel System (PeopleSoft), however, within a few days of the mailing, a significant number of envelopes were returned as undeliverable. In one case, notification was received from the employee that he had moved from the address indicated, fifteen years ago. In addition, it is important that your mailing address should either be a personal home address or a post office box.

When changing your marital status, you must also complete a state (HW-4) and federal (W-4) tax withholding form. Also, if you want to add/delete your spouse and/or dependent children to your medical plan, you must submit the appropriate paperwork within 31 days from the event date.

To report a name change, a copy of your social security card with your new name must be attached to the appropriate paperwork.

If you need to make any of the above changes, please see your department/county/unit secretary for the appropriate paperwork or call the CTAHR Personnel Office for assistance.

SALARY INCREASES EFFECTIVE JULY 2, 2001

Those on Regular Payroll:

On Friday, July 20, 2001, employees included in BU 01, 02, 03, 04, and 08, and their excluded counterparts are scheduled to receive their new salaries based on the new contract provisions effective July 2, 2001.

Those on After-the-Fact Payroll:

Employees currently on the after-the-fact payroll and included in BU 01, 02, 03, 04, and 08, and their excluded counterparts are scheduled to receive their new salaries on Friday, August 3, 2001.

Distribution of PNF's and Employee Action(s) Reports:

APT employees should be receiving their PNF's by July 13, 2001. If you have not received a copy by then, please contact your department/county/unit secretary.

For Civil Service employees, during the period July 24 through July 31, 2001, you should receive a copy of your Employee Personnel Action(s) Report, which provides your new monthly or hourly salary information based on your July 2, 2001 salary range and step. If you do not receive a copy by August 3, 2001, please contact your department/county/unit secretary.

NEW FACES AT CTAHR

Denise Arakawa, Clerk Typist, Academic Affairs
Earl Fujitani, Agricultural Research Tech, Maui County
Troy Kawahara, Agricultural Research Tech, Maui County
Monto Kumagai, Assistant Professor, MBBE
Jian Liang, Assistant Researcher, MBBE
Melissa Richards, UH Educational Specialist, NREM
Jari Sugano, Assistant Extension Agent, PEPS
Auli'i Tuipulotu, Agricultural Research Tech, Maui County
James Weatherford, Jr. Researcher, Associate Dean-Research
Austin Yee, UH Research Associate, MBBE

ALOHA FROM CTAHR

James Fownes, NREM
Mary Glass, HNFAS
Kelly Gooding, Kauai County
John Halloran, TPSS
Donald Haramoto, FCS
Ken Ikeda, Planning & Management System
John Kunisaki, TPSS
Ludmila Kuzina, PEPS

Bradley Leamaster, HNFAS
Sarah Martin, HNFAS
Mickey Matsuyama, Hawai'i County
Paul Murakami, TPSS
Masako Ohama, FCS
Ellen Ostler, Dean's Office
Chelle Shand, FCS
Gloria Ushiroda, Hawai'i County
Grace Viernes-Dela Cruz, Hawai'i County

NOTICE ON HEALTH FUND – ACT 88

As many of you have heard from media reports, the Regular Session of the 2001 Legislature made significant and important changes to the structure of the Hawai'i Public Employee's Health Fund benefits program. Legislation was enacted to establish a single employer-union trust for purposes of securing health care benefits for public employees and retirees.

Effective July 1, 2003, there will be only one employer-union benefit plan for both active employees and retirees. A ten-member board will be appointed by the Governor and will have the flexibility to design specific health benefit plans. Beginning July 1, 2003, public employer contributions will be changed to a fixed dollar amount rather than the current practice of paying an amount equivalent to a percentage of the premium for active employees and the employer contributions for retirees will be set and be annually adjusted by formula. Benefits for employees hired after June 30, 2001, will be subject to the new employer-union trust plan.

More detailed information is available by viewing the Employer-Union Trust Health Benefit Plan at the OHR Home Page (www.hawaii.edu/ohr).

CONGRATULATIONS

Congratulations to our CTAHR faculty who were awarded promotion effective July 1, 2001. Family & Consumer Sciences, Linda Arthur and Joan Chong; Human Nutrition, Food & Animal Sciences, Michael DuPont; Molecular Biosciences & Biosystems Engineering, Khem Sharma; Plant & Environmental Protection Sciences, Kelvin Sewake; and Tropical Plant and Soil Sciences, Susan Miyasaka.

FACULTY ANNOUNCEMENTS

- ✓ All faculty on board as of August 1, 2001, will receive \$211.36 per month, adjusted by FTE, on August 15.

Faculty hired on or after August 2, 2001, shall not receive this additional negotiated amount.

- ✓ University Administration has decided not to adjust vacation and sick leave accumulation for faculty who were absent from work as a result of their lawful participation in the strike.

CTAHR Personnel Office
3050 Maile Way Gilmore 207 Honolulu, Hawaii 96822
Phone: 956-6184, 956-4152 or 956-4289

- ✓ New Civil Service (BU 03 & 04) pay scale effective July 2, 2001, can be found on the OHR Homepage at: <http://www.hawaii.edu/ohr/download/unit3.pdf>
- ✓ New UPW (BU 01) pay scale effective July 2, 2001, can be found on the OHR Homepage at: <http://www.hawaii.edu/ohr/download/unit1.pdf>
- ✓ New APT (BU 08) pay scale effective July 2, 2001 can be found on the OHR Homepage at: <http://www.hawaii.edu/ohr/download/11070201.pdf>
- ✓ Faculty and APT tuition waivers: Pa'e should allow you to apply for a tuition waiver on line. If you have problems after trying more than a few times, please contact the CTAHR Personnel Office.

BU 07 SALARY INCREASES EFFECTIVE **AUGUST 1, 2001**

All faculty on board as of August 1, 2001, will receive \$211.36 per month, adjusted by FTE, on August 15. Faculty hired on or after August 2, 2001, shall not receive this additional negotiated amount.

ANNOUNCEMENTS

- ✓ All Health Fund open enrollment changes are effective July 1, 2001.
- ✓ Flex spending deductions will begin July 1, 2001.
- ✓ Please monitor vacation and sick leave balances carefully, the next leave run will probably not be received until August.
- ✓ University Administration has decided not to adjust vacation and sick leave accumulation for faculty who were absent from work as a result of their lawful participation in the strike.

FORMS AVAILABLE ON THE WEB

FEDERAL TAX FORM (W-4):

<http://www.irs.ustreas.gov>

STATE OF HAWAII TAX FORM (HW-4):

<http://www.state.hi.us/tax/taxforms.html>

**APPLICATION FOR NON-COMPETITIVE APPOINTMENT
(Regular Civil Service Employees):**

<http://www.hawaii.edu/ohr/download/hrd315a.pdf>

**APPLICATION FOR CIVIL SERVICE POSITIONS
(General Public):**

<http://www.state.hi.us/forms/dhrd/hrd-315.pdf>

APPLICATION FOR APT POSITION (UH Form 64):

<http://www.hawaii.edu/ohr/download/form64.pdf>

CIVIL SERVICE POSITION ACTION FORM (SF-1):

<http://www.hawaii.edu/ohr/docs/forms/sf1.pdf>

HAWAII EMPLOYMENT SERVICE JOB ORDER FORM:

http://dlir.state.hi.us/wdd/honolulu/job_order.html

UH 403(b) SALARY REDUCTION AGREEMENT:

<http://www.hawaii.edu/ohr/benefits/form82.pdf>

**SUMMARY OF BENEFITS FOR UNIVERSITY
EMPLOYEES (Available for viewing at):**

<http://www.hawaii.edu/ohr/emp-d&b/emben3.htm>

PERSONNEL SCOOP (Available for viewing at):

<http://www2.ctahr.hawaii.edu>